

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME ON MARCH 30, 2009.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-1239 AND ASK FOR FRANK YATOR (AST #5). NO COLLECT CALLS.

FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, DC

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

**"DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

PRODUCT: 60 page self-covered publication, paste on fold or saddle-wire stitch.

TITLE: Earned Income Credit.

CATALOG NUMBER: 15173A

ITEM: Pub. 596 (2008)

QUANTITY: 30,041 copies, plus or minus none.

TRIM SIZE: 8-3/8 to 8-1/2 x 10-7/8 to 11", bind on long dimension.

Unscheduled material such as delivery lists, receipts or instructions, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information. The Government will attempt to meet the schedules as stated in these specifications. For the purpose of this contract, in the event the Government is late with copy, the Government will only allow a day-for-day schedule extension. The Government will not allow grace days or entertain any requests for additional time beyond day-for-day.

**NOTE:** Must be full Final Quantity to all consignees. No shortages will be allowed. However, the Government reserves the right to accept or reject overages. Contractor is to notify the GPO IRS Desk at 202-512-2044 if there are any overs after complete distribution. The government may elect to dispose of, or accept, all or a portion of the overs. If the government elects to accept overs they must be packed in cartons, labeled with an IRS carton label, and placed on pallets that conform to Federal Specs NN-P-71C,

Statistical Determination of Actual Quantities Shipped: The Government has developed a Statistical Sampling Program for determining quantities received by IRS destinations. Two basic methods will be available, the hand counting method and the machine counting method. The contractor agrees that the Government may choose either or both methods for quantity verification. Where shortages occur the contractor will have to make up the shortages (if time permits) or be subject to corrective action.

**FURNISHED BY THE GOVERNMENT:**

- 1) CD in Portable Document Format generated from Adobe Acrobat 8.0, compatible with Acrobat 6.0, with b/w lasers for text. All images in the PDF file will be hi-resolution and all will be embedded (DO NOT UNEMBED FONTS) This may result in loss of data) Prior to image processing, the contractor is responsible for checking files contained on the furnished electronic files/media to insure that correct file output selection has been provided for, so as to correctly

output for printing. Output must be generated on high resolution image processors;

2) PDF for IRS carton labels;

3) Camera Copy for GPO carton labels;

4) Form 2040 in a PDF fillable Adobe Acrobat 8.0 file format provided via e-mail.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

**CONTRACTOR TO FURNISH:**

All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards" No. 12 dated February 2008.

White/Natural Shade Newsprint, basis weight: 25 to 32 lbs. per 500 sheets, 24 x 36", equal to JCP Code A10.

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The contractor is also required to have Adobe Acrobat 8.0 Standard (or higher) software (not Adobe Reader).

**REPRODUCIBLES:** The contractor must make all reproducibles required. Reproduce electronic media same size. Reproducibles made by the contractor may be destroyed 90 days after completion of delivery.

**PROOFS:** Submit one sets of composite Dylux or similar proofs for each package with margins indicated as soon as the contractor deems necessary in order to comply with the contract schedule. Dylux proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all images imposed in correct location, exposed face and back, folded and trimmed to the finish size of the product. At the contractors option digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product. **Proofs will be withheld 2 workdays from receipt in the IRS until they are made available for pickup by the contractor.** The contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return the electronic media with the proofs

Submit proofs directly to: IRS, 1111 Constitution Ave. NW, Rm. 6239, Washington, DC 20224. The container and accompanying documentation must be marked "Attention: Mike Jones, BOOK PROOFS" and must include the GPO Jacket Number.

**PRINTING:** Print head-to-head in black ink and a match of Pantone's 327 (Green). There may be several halftones/flat tones. The majority of pages print two colors.

**FORMAT:** Pages 1-60, with no blank pages.

**MARGINS:** Head 1/2"; center image left to right on each page.

**BINDING:** At contractor's option, paste on fold or saddle-wire stitch in two places on the long dimension and trim three sides 8-3/8 to 8-1/2 x 10-7/8 to 11".

**PACKING/MAILING/SHIPPING :**

**PACKING:** No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack 130 copies per shipping container, in 2 stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. Carton bottoms may be glued, stapled, or sealed with polyester tape 51mm to 76mm (2" to 3") width, minimum 12kNm (65 lbs./inch) traverse tensile strength. If stapled, the cartons may only be stapled on the bottom and/or side; no staples are to be used on top. Cartons are to be sealed at the top with 51mm to

76mm (2" to 3") paper or polyester tape (not reinforced).

Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced.

Pallets are required.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (see attached "IRS Pallet Specifications" sheet). Pallets must be 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS National Distribution Center. Receipt of incorrect pallets may result in a charge for each incorrect pallet, which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets.

**Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.**

Palletizing: Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destination. Do not use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination. **Do not double-stack loaded pallets. Contractor will be provided with diagram of pallets required after award.**

**NOTE: The contractor is responsible for correcting and re-distributing all packaging and packing deficiencies (i.e. mislabeled cartons, IRS carton labels not being used or securely attached, cartons not being packed solid, incorrect pallets, etc) within 48 hours of deficiency(ies) notification by the Government.**

**LABELING AND MARKING** (IRS/GPO packing and/ or container label): Reproduce shipping container label from furnished repro, at 100% on white paper, fill in appropriate blanks and attach to one end of every shipping container. Correct labeling of shipping cartons, in strict accordance with the requirements of these specifications, is essential to the identification, distribution and warehousing activities of the ordering agency.

If not entered on the carton label copy furnished by the IRS, the following items must be filled in by the contractor in a 12 Point Bold typeface: Carton # \_\_\_ of \_\_\_ (small package carrier shipments only); From (Contractor's Name and Address); To\* (Consignee, complete address must appear on carton label); Carton Quantity (Number of copies in each carton); and GPO Jacket Number (and Program Number and Print Order Number, if applicable). **The IRS carton label will be e-mailed directly to the contractor from the printing specialist.**

**CAUTION:** In the event that carton labels are not securely affixed to the cartons and/or contain incorrect information they will be considered mislabeled. Also, if the cartons are crushing, collapsing, and/or bursting, and it is determined that the cause is due to the cartons not being packed solid, or some other reason within the contractor's control, the contractor will be charged \$2.00 per carton for relabeling, repacking, and/or repalletizing.

**Government Bills of Lading** (GBL's) will be furnished for all freight or air express shipments to deliver outside the contractor's ICC Commercial Zone, weighing more than 750 lbs. The GBL's will have designated carriers which the contractor MUST use. The contractor must give the designated carrier a minimum of two workdays notice for pick-up. The contractor does not have the authority to change a designated carrier without IRS authorization and will be responsible for any additional shipping costs in the event of an unauthorized change. The contractor must report any carrier-related problems to the IRS contact person Bill Bracken at 972-308-1932 immediately. If the carrier refuses the shipment, the contractor must provide the following information: contractor's name, location, date and time of shipment refusal, carrier name, name of carrier contact, GBL number, requisition number, and a brief description of the problem. If necessary the IRS may authorize the use of another carrier. All unused GBL's should be returned to the IRS, NOT the GPO.

The contractor is responsible for ensuring that the proper weight and pieces are shown on the GBL that the date of receipt of shipment is accurately entered by the carrier's agent, and the proper paperwork is issued to the carrier. Public Vouchers, submitted by the contractor for payment of printing, must be accompanied by a signed copy of the GBL. All memorandum

copies of the GBL must be legible to be acceptable as proof of shipment. The contractor will not incur or pay any freight charges when using GBL's as the carrier will bill IRS directly.

**Multiple Truckload Shipments:** Whenever possible full truckloads should be utilized (e.g., use a full truckload and a partial truckload rather than two partial truckloads). The contractor will be provided multiple GBLs for shipments to an individual destination exceeding a truckload. Only one bill of lading should be released for each truckload. Any extra GBLs should be returned to the IRS, NOT to the GPO.

**SMALL PACKAGE CARRIER SHIPMENTS (SPC):** The contractor will be required to ship via traceable means," by IRS small package carrier. **The IRS will provide an IRS small package account number and tracing labels. Contractor must notify Mike Jones at 202-622-6641 at least 5 workdays prior to the first scheduled ship date, to ensure a carrier account number has been established and/or is valid.** If there is any uncertainty concerning the instructions for small package carrier shipments, the contractor must call IRS prior to the first ship date for clarification. One portion of the carrier tracing label will be required to be affixed to the left of the address label of each package. The shipper receipt portion of the tracing label must contain a complete street address. **Shipments destined outside the Continental United States must be made via the SPC second day air service. Addresses with P.O. Boxes and US Post Offices cannot ship by small package carrier; they must ship via U.S.P.S., Packing Services Parcel Post.**

It is the responsibility of the print contractor to be familiar with electronic shipping methods via UPS. There are many ways to generate electronic shipping labels, either through a UPS shipping system (UPS WorldShip System or UPS Internet Shipping) or a 3<sup>rd</sup> Party Shipping Software (Pitney Bowes Shipping Software, etc.). In addition to basic addressing requirements, UPS shipping systems provide two reference fields that are required to be used:

1. *Reference Field 1:* Government Printing Office (GPO) Jacket number or Small Purchase Agreement (SPA) Contract Number, and
2. *Reference Field 2:* IRS Print Requisition Number

For IRS shipments the contractor must FAX pertinent shipping information to IRS. See under "SCHEDULE".

#### **SCHEDULE:**

Purchase order number by telephone on or before March 30, 2009.

Furnished electronic media will be received by contractor by March 30, 2009.

Ship complete on or before April 10, 2009.

Note: The Government will attempt to meet the schedules stated in these specifications. However, late Congressional tax legislation, etc., may cause a delay in Government furnished material. In such event, the schedule will be adjusted in accordance with contract terms.

**ELECTRONIC DISTRIBUTION/SHIPPING REPORT VERIFICATION (IRS Form 2040):** The contractor must update the Electronic Shipping Report (see Exhibit 1). Print contractor is required to have Internet access with email and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The print contractor is also required to have Adobe Acrobat 7.0 or more recent software. The contractor **must** update the Electronic Form 2040 and transmit via e-mail to IRS each day shipping occurs. **Any delay or missed input could result in delay of payment.** The contractor is responsible for the verification and correctness of information supplied back to IRS. If any information is missing or incorrect, please contact, please contact Mike Jones at (202) 622-6641.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471 and for calls originating in the Washington, DC area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO

#### **QUALITY ASSURANCE LEVELS AND STANDARDS:**

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing Attributes -- Level III.
- (b) Finishing Attributes -- Level III.

**Inspection Levels (from ANSI/ASQC Z1.4):**

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be: Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	OK Press Sheets
P-8. Halftone Match (Single and Double Impression)	OK Press Sheets
P-9. Solid and Screen Tint Color Match	OK Press Sheets

**Special Instructions:** In the event that the Government waives inspection of press sheets, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Type Quality and Uniformity	Electronic media
P-8. Halftone Match (Single and Double Impression)	Electronic media
P-9. Solid and Screen Tint Color Match	Electronic media

**QUALITY ASSURANCE RANDOM COPIES:** The contractor MUST submit 125 quality assurance random copies at the completion of production to test for compliance against specifications. The contractor must divide the entire order into equal sub-lots and select one copy from a different general area of each sub-lot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special Government-furnished pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies" must be included with the Quality Assurance Random Copies.

**DISTRIBUTION:**

Ship f.o.b. contractor's city and f.o.b. destination as indicated.

All addresses with a PO Box must ship/mail via U.S. Postal Service.

**GPO Distribution:** Ship f.o.b. destination.

Ship 1 copy marked "Depository Copies - Item 0964-E" to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW, Loading Dock, Wash., DC 20401.

Ship 15 copies marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

**IRS Distribution:** Ship f.o.b. contractor's city.

Ship 29,900 copies IRS National Distribution Center (NDC), 1201 N. Mitsubishi Motorway, Bloomington, IL 61705-6613.

Ship 10 sample copies and furnished material to IRS, 1111 Constitution Ave. NW, Rm. 6239, Attn: Mike Jones, Wash., DC 20224.

**OFFERS:**

Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

Contractor must give the location (post office, city and state) from which any required mailing will be made, and the location (city and state) of the plant(s) from which this product will be shipped. NOTE: Unless a different shipping point(s) is indicated by the bidder on GPO Form 910 the city and state shown as the bidder's address thereon will be used for determination of transportation charges. If shipment is not made from evaluation point, contractor will be responsible for any additional shipping costs incurred. Contractor is responsible for all deliveries in own ICC commercial zone, per GPO Pub. 310.2, page 8, paragraph 6.

Bids received based on shipping the specified f.o.b. contractor's city consignments via f.o.b. destination will be considered nonresponsive.

Transportation costs are not a factor in award.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 H St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Para. 6.

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.